



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 2, 2008

Ms. Tina Reynolds, Owner  
Uptown Studios  
410 Alhambra Boulevard  
Sacramento, CA 95816

Dear Ms. Reynolds:

RE: **FINAL MONITORING VISIT REPORT** for Uptown Studios – **ET07-0172**

<b>Date of the Visit:</b>			
<b>Beginning/Ending Time:</b>			
<b>Date of Last Visit:</b>	January 14, 2008		
<b>Visit Location:</b>	Sacramento		
<b>Persons in attendance:</b>	None		
<b>Action Required:</b>	<b>NO</b>		

<b>Term of Agreement:</b>	October 3, 2006 October 2, 2008	<b>Agreement Amount:</b>	\$6.240
<b>Training Start Date:</b>	October 3, 2006	<b>No. to Retain:</b>	4
<b>Date Training must be Completed:</b>	July 1, 2008	<b>Range of Hours:</b>	8 - 60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	60

A final monitoring visit was scheduled for August 6, 2008 with Office Manager Jade Baranski, however Ms. Ohta had to reschedule the visit due to a family emergency. Upon returning back to work, Ms. Ohta scheduled another final monitoring visit for August 22, 2008. On August 22, 2008, Ms. Ohta attended the scheduled visit, however Ms. Baranski left the office for another meeting. Ms. Ohta left a message for Ms. Baranski to get in contact to schedule another visit.

Since August 22, 2008, Ms. Ohta had made several attempts in contacting you for the final monitoring visits, and to date has not received a return call or e-mail. For these reasons, your project has been closed for a zero payment.

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on March 22, 2007 and training began on October 3, 2006. Training should have been completed on or before July 1, 2008, to allow for the 90-day retention period to be completed within the term ending date of the Agreement – October 2, 2008.

ETP approved one Agreement Amendment on July 12, 2007, to revise the ending term of the Agreement from October 2, 2007 TO October 2, 2008.

### **• Contractor was not available for an interview.**

According to ETP's On-line tracking, records show that 1 trainee has completed training (4.4% of planned retentions) and 0 trainees have completed the 90 day retention period (0% of planned retentions). Uptown Studios project earnings will be \$0 (0% of the encumbered total \$6.240). Current records show that Uptown Studios has received \$0 in progress payments, of which \$0 has been approved as earned. Ms. Ohta is closing out this Agreement for zero payment.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	<b>4</b>	<b>Completed Retention:</b>	<b>0</b>
<b>Dropped Following Enrollment:</b>	<b>0</b>	<b>In Retention Period:</b>	<b>0</b>
<b>Completed Minimum Hours for reimbursement:</b>	<b>1</b>	<b>Awaiting Placement:</b>	<b>0</b>
<b>Completed Training:</b>	<b>0</b>		

## **ATTENDANCE ROSTERS:**

No rosters will reviewed

## **AUDIT:**

Uptown Studios] will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your Program Analyst, Kristie Ohta at 916.327.5586 within ten days from receipt of this report.

Sincerely,



Ruby Cohen, Manager  
Sacramento Regional Office



Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Amber Luiz, Assistant Director (for Small Business Projects only)  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File